



Job Title: Community Engagement Manager

Reports To: Deputy Director

Hours and Term: Full Time, Non-Exempt

Start Date: December 10, 2025

Compensation: \$50,000-\$55,000

Travel: Less than 10%

Benefits: Flexible PTO, SIMPLE IRA (3% employer match), ICHRA health plan insurance plan with employer match, Monthly phone reimbursement

About The Powerhouse

The Powerhouse is Southwest Colorado's STEAM engine, empowering curious young learners through interactive experiences, discovery, and play. Launched as the Children's Museum of Durango in 1994 in a small attic space above the Durango Arts Center, the museum expanded to its current riverfront location and has welcomed 300,000 visitors since its opening in 2011.

Position Overview

The Community Engagement Manager is a dynamic, relationship-centered role responsible for elevating The Powerhouse's visibility, reputation, and community engagement through events and marketing. This position blends strategic marketing with event management, overseeing all aspects of marketing and communications while managing the museum's event rental program and fundraising events. The ideal candidate is creative, organized, and enthusiastic about advancing The Powerhouse's mission through storytelling, partnerships, and exceptional experiences.

Roles and Responsibilities:

Marketing and Communications

- Develop and curate marketing assets and content for various audiences across newsletters, blogs, social media, and press materials
- In partnership with the Deputy and Executive Director, create and implement a comprehensive marketing and communications plan to strengthen the museum's brand identity and drive attendance
- Oversee and manage the museum's website, social media profiles, advertising, and email communications, ensuring all channels are current, engaging, and consistent with The Powerhouse brand
- Build brand awareness through public relations efforts and cultivating positive relationships with media outlets
- Supervise and support the part-time Marketing Coordinator to ensure marketing strategies are well-executed, on schedule, and aligned with organizational goals
- Coordinate and approve marketing materials, ensuring quality, accuracy, and consistency across all communications
- Track and analyze metrics to assess campaign performance and guide future strategies

Venue Rentals

- Manage external rental sales, serving as the primary point of contact for clients and ensuring outstanding customer service throughout the rental process
- Manage AV equipment, tables, chairs and other event specific furnishings and supplies
- Hire and manage part-time event staff
- Assist in staffing occasional on-site events (less than 10% of overall responsibilities)
- Collaborate with internal teams to ensure events and rentals align with The Powerhouse's mission and visitor experience standards

Development and Fundraising

- Hold primary responsibility for the planning and execution of Powerhouse fundraising events, including our fall STEAM Fest event and the Community Concert Series
- Assist in securing sponsorship support for fundraising events

Additional duties include:

- Maintain a safe environment for guests and staff
- Maintain security of The Powerhouse
- Promote and maintain good customer experience
- Ensure that shared workspaces remain reasonably clean and presentable
- Attend regular staff and department meetings and trainings
- Other duties, as assigned.

Qualifications

- Bachelor's degree in communications, nonprofit management, business, or related field (or equivalent experience)
- Experience in development, events, marketing, or community engagement roles
- Strong project management and organizational skills with the ability to balance multiple priorities
- Excellent written and verbal communication skills
- Familiarity with CRM systems and donor databases (knowledge of Neon or similar a plus)
- Supervisory or team coordination experience preferred
- Willingness to work occasional evenings/weekends for events

Email resume and cover letter to sydney@powsci.org. Priority consideration will be given to applications received by November 10, 2025. Application will stay open until filled.